



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



Human Resources Assistant Director

\$69,629.66-\$112,460.15 Annually

Starting Salary Depending upon Qualifications

DESCRIPTION OF DUTIES: The candidate for the position of Human Resources Assistant Director will assist in the direction of the daily management, planning and development of Human Resources, Labor Relations and Risk Management. 20 full time employees and includes: Risk Management, and Human Resources, which includes Benefits, Compensation, and Recruitment. This is a highly responsible management and complex professional administrative work. Emphasis of the work is on providing efficient professional and technical services to all City departments. This also includes contract negotiations with the City's five unions (AFSCME, CWA, FOP, GSA and IAFF). This department has a high amount of internal contact and a high level of public contact. Supervision is exercised through various levels of subordinates over a variety of technical professional, administrative, specialized, and clerical employees.

REQUIREMENTS: Graduation with a Bachelor's degree with a major in Human Resources, Public Administration or a related field. A minimum of 5-7 years experience in management in Public or Business Administration. Experience can substitute for education on a year-for-year basis. Candidate should have knowledge of the following: Negotiation of Union contracts, Day to day operations of Benefits, Compensation, Organizational Development and Training, Recruitment, Risk Management and Labor Relations.

Send 2 Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Email: jobs@miamibeachfl.gov
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
ATTENTION: HRAD-I

CLASS NO: **1702**
UC NO: **0542UO**

EOE/AA/ADA/VET PREF PER FL LAW